Foreign Pharmacy Graduate Examination Committee™ FPGEC® Certification Program

Application/Registration Bulletin

Includes information about applying and registering for the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®)

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National Association of Boards of Pharmacy

Foreign Pharmacy Graduate Examination Committee

1600 Feehanville Drive

Mount Prospect, IL 60056

Information About the FPGEC

Goals and Objectives of the FPGEC

The Foreign Pharmacy Graduate Examination Committee™(FPGEC®) operates under the auspices of the National Association of Boards of Pharmacy® (NABP®). Established in recognition and fulfillment of responsibilities for public health care and education, the FPGEC's goals are:

- o to inform foreign pharmacy graduates about FPGEC Certification and the Foreign Pharmacy Graduate Equivalency Examination® (FPGEE®);
- o to evaluate the qualifications of foreign pharmacy graduates who apply for FPGEC Certification;
- o to oversee the development of the FPGEE; and
- o to cooperate with other agencies concerned with foreign pharmacy graduates

Definition of a Foreign Pharmacy Graduate

The FPGEC defines a "foreign pharmacy graduate" as a pharmacist whose undergraduate pharmacy degree was conferred by a recognized school of pharmacy outside of the 50 United States, the District of Columbia, and Puerto Rico. United States citizens who have completed their pharmacy education outside the United States are considered to be "foreign pharmacy graduates," while foreign nationals who have graduated from schools in the United States are not.

FPGEC Certification

NABP provides the FPGEC Certification program as a means of documenting the educational equivalency of a candidate's foreign pharmacy education, as well as the license and/or registration. In the process of FPGEC Certification, candidates provide documents that verify their educational backgrounds and licensure and/or registration. Candidates are also required to pass the FPGEE, the Test of English as a Foreign Language™(TOEFL™), and the Test of Spoken English™(TSE™) The FPGEC Certificate allows foreign graduates to partially fulfill eligibility requirements for licensure in the states that consider the Certification.

The FPGEC Certificate is not a license to practice pharmacy. Applicants who receive the FPGEC Certificate may be qualified by the state boards to take the pharmacy licensing examination in those jurisdictions that accept this certification. Because the licensure requirements vary from state to state, candidates are advised to directly contact the board(s) of pharmacy of the state(s) in which they desire licensure.

It is the candidate's responsibility to confirm with state boards all requirements regarding FPGEC Certification as eligibility for licensure, citizenship, residency, and any other requirements for eligibility for licensure, including completion of experiential programs.

NABP makes every effort to keep its literature current and accurate. However, since there is occasionally a delay between when a change within a state is effective and when NABP is notified of such a change, the FPGEC advises candidates to contact the states directly for the most up-to-date information.

FPGEC reserves the right to change the requirements for the FPGEC Certificate published in this Application/Registration Bulletin, without notice to prospective candidates. Such changes will take effect when adopted by the FPGEC. The FPGEC further reserves the right to discontinue the program at any time, without advance notice to any candidate or prospective candidate.

Currently, the FPGEC requires that each candidate must have completed at least a four-year pharmacy curriculum at the time of graduation to be considered for FPGEC Certification.

Beginning January 1, 2003, the FPGEC will require that the pharmacy program that each candidate completed must have been at least a five-year curriculum at the time of graduation.

The purpose of the change from the current requirement of a four-year curriculum is to equate the educational requirement of the FPGEC program to that of current US pharmacy programs.

TOEFL and TSE Requirements

To be eligible for FPGEC Certification, candidates must pass the TOEFL with a total score of 550 or higher on the paper-based TOEFL or 213 or higher on the computer-based TOEFL. Candidates must pass the TSE with a score of 50 or higher. The TOEFL and TSE must be successfully completed within two years (either before or after) of passing the FPGEE. The TOEFL and TSE must be completed by **all** foreign pharmacy graduates, even those who are native English speakers. There are no exceptions or waivers to these requirements.

- o Candidates for FPGEC Certification must request that TOEFL/TSE Services submit an authentic report of TOEFL and TSE scores directly to the FPGEC. Use the FPGEC identification number 9103, and provide the TOEFL and TSE registration numbers and full name as they appear on the TOEFL and TSE score reports. Official score reports must be submitted directly to the FPGEC by TOEFL/TSE Services.
  Note: TOEFL/TSE Services reports TOEFL and TSE scores for a limited time after the test. Contact the Education Testing Service (ETS) for further details.
- o If the name on the TOEFL and/or TSE score reports does not identically match the name submitted on the application/registration form for the FPGEE, the candidate must notify the FPGEC, in writing, immediately. (Refer to the "Applicant's Name" section for more instructions.)
- o For additional information and instructions about TOEFL and TSE, contact:
  TOEFL/TSE Services
  PO Box 6151
  Princeton, NJ 08541-6151
  USA
  609/771-7100 (Outside the United States, US Territories, and Canada)

877/863-3546(Inside the United States, US Territories, and Cananda)
www.toefl.org

Communicating with the FPGEC

- o Telephone can only be used to obtain general program information. Any inquiry regarding a specific application must be in writing.
- o Fax may be used for any type of inquiry, including inquiries on a specific application, provided the applicant signs the fax.
- o E-mail can only be used for obtaining general program information.
- o US mail or private courier services must be used for all official inquiries and submissions.

All correspondence submitted via fax, mail, or private courier service must be signed by the applicant. **The FPGEC will not respond to unsigned correspondence.** The FPGEC cannot be responsible for delayed, lost, or misdirected mail. If you desire a record of receipt of your correspondence with the FPGEC, send it via private courier service or United States Certified Mail, Return Receipt Requested.

FPGEE Application/Qualifying Procedures

The Paper-and-Pencil based FPGEE

Since June 2003 the FPGEE has been administered in a paper-and-pencil format. The examination is administered twice a year, the last Saturday in June and the first Saturday in December. It is usually administered at three sites spread across the United States.

To be considered for approval to sit for the FPGEE, candidates must submit a completed application/registration form, fees, and supporting documentation in accordance with the procedures established by the FPGEC and as described in this *Bulletin*. It is the candidate's responsibility to provide all required materials. **Specific information about sitting for the FPGEE, including study materials and examination subjects, will be mailed to the candidate after the candidate has been accepted to sit for the examination. Study materials and examination subjects are also available on the NABP Web site.** *Note***:** There is no longer a deadline to apply for the FPGEE.

Upon acceptance to take the paper-and-pencil FPGEE candidates must take it at one of two consecutive opportunities unless there is a visa or health problem on the second opportunity wherein a candidate may be granted a third opportunity. No candidate will be granted more than three consecutive opportunities per acceptance.

General FPGEE Application/Registration Information

Candidates are advised through this *Application/Registration Bulletin* exactly what materials and documentation are required for supporting application/registration. The FPGEC will inform candidates if their application/registration package is incomplete, and advise candidates to complete it as soon as possible. It is the candidate's responsibility, and not the FPGEC's, to make sure that all required supporting documents are submitted and received by the FPGEC in a timely manner. Waiting for the FPGEC to remind a candidate of the deficiencies in his or her file can cause significant delays.

The FPGEC will use the address on the application/registration form for all communications. Candidates must notify the FPGEC, in writing, of any mailing address changes. Include both the previous and current addresses in the notification.

To be considered for the FPGEE, candidates must complete and submit the application/registration form, fees, and supporting documentation to:

NABP
FPGEC
Examination Committee
1600 Feehanville Dr
Mount Prospect, IL 60056
USA
Phone: 847/391-4406

Note: Candidates accepted to take the FPGEE in past years are not guaranteed acceptance.

Application/Registration for the FPGEE (Form 100)

The FPGEC has included a white envelope for submitting the application/registration form.

A candidate must complete and submit a current application/registration form each time he or she applies for the FPGEE, regardless of whether applications have been submitted in the past.

The FPGEC will process all application/registration forms and materials, as they are received and as quickly as possible. The FPGEC evaluates each application/registration form and all supporting documents for accuracy, authenticity, and fulfillment of program requirements. The FPGEC will notify each candidate directly, in writing, regarding the status of his or her file including any deficiencies. A candidate will then be given an opportunity to correct those deficiencies.

If an application/registration form is not signed, properly notarized, and the proper fees and photographs are not enclosed, the application/registration form and all accompanying materials will be returned to the candidate. This may cause significant delays in the application/registration process. It is the responsibility of the candidate to resubmit the completed application/registration form and materials by the postmarked deadline date that will be indicated on the *Application Rejection Letter*. If a completed application/registration package is not resubmitted by the postmark deadline, the fees minus a $50 administrative fee will be returned to the candidate.

The candidate's name as it appears on the application/registration form must be used in all communications with the FPGEC.

If all requirements are satisfactorily met, the candidate will receive a letter of acceptance to sit for the FPGEE.

Photographs

Two identical, full-face photographs of passport size and quality must be submitted with your application. Photographs must have been taken within three months of the date the application is mailed to NABP. Computer generated, digital, or photocopies of photographs will not be accepted. Glue or paste (do not staple or tape) one photograph to the space indicated on the application/registration form. **The entire notarial seal, stamp, or signature of the official who affirms item number 18 on the application/registration form must be legible and must overlap a portion of both the attached photograph and the application/registration form**. The seal or signature must **not** cover the face in the photograph. The other photograph will be used on the FPGEC certificate and therefore, must not be signed, notarized, or contain any writing.

Notice of Receipt of Application/Registration Form Postcard (Form 102)

Candidates must complete the *Notice of Receipt* of application/registration form postcard as directed and enclose the completed postcard with their application/registration form and materials.

The *Notice of Receipt* postcard (Form 102), which each candidate pre-addressed and mailed with his or her application/registration form, will be returned to the candidate as verification that the application/registration form has been received at the FPGEC office. **This notification does NOT guarantee admission to the examination**.

Fees

The FPGEC has included a pink envelope with the application/registration package, to be used for submitting all fees.

Full payment in the correct form **must** accompany your application. Payments must be made to NABP in the form of a certified check, cashier's check, or money order, payable in US funds through a US bank. The purchase date of the check or money order must appear on all forms of payment. Personal checks, bank drafts, and cash or other unapproved forms of payment will not be accepted. Your name, as it appears on the application/registration form, should be shown on all payments.

The fee schedule is as follows:

Initial application: $700
(Includes a $200 fee for the evaluation of your credentials and a $500 fee for the examination.)
Re-examination after failure: $500
Re-application after withdrawal or file closure: $700

Refund and Withdrawal

If a candidate requests in writing to withdraw from the program once the application process has begun, the following rules apply:

- o   If the request is received before the evaluation process has started, the candidate file is closed, a $50 administrative fee is imposed and the application/registration materials along with any remaining fees are returned to the applicant.
- o   If the request is received after the evaluation process has started, the candidate file is closed, the $200 evaluation fee is retained and the application/registration materials along with the $500 examination fee are returned to the applicant.
- o   Candidates who have been accepted to take the FPGEE are not eligible for a refund.
- o   Candidates who fail the FPGEE are not eligible for a refund.

Equivalency Examination Number

When your required application/registration materials are received, the FPGEC office will assign you an Equivalency Examination (EE) number, which is a permanent identification number that must be used in all communications with the FPGEC. Enter this number on any subsequent application/registration forms and use it on all correspondence.

Completing the Application/Registration Form

When completing the application/registration form, candidates must be certain to follow all instructions carefully, provide all information requested, and print legibly. Candidates must also be certain that the information provided on the application/registration form matches the information contained in his or her supporting documents.

When marking the application/registration form, use only a No. 2 (soft lead) pencil. Print one letter or number in each box, and make certain to fill in the corresponding circle entirely with dark marks. To indicate a hyphen, fill in the hyphen (-) in the circle grid. To indicate a space, fill in the open circle (O) in the circle grid. To indicate an apostrophe in your last name, fill in the apostrophe (') in the circle grid. Completely erase any marks you do not want indicated, and do not leave any stray marks on the form.

The following instructions will help candidates complete the application/registration form.

Page 1 of the Application/Registration Form

1A. **Have you ever applied to take the equivalency examination before?** Indicate whether or not you have previously applied to take the FPGEE. If you have not previously applied to take the FPGEE, proceed to question 2.

1B. **Were you assigned an EE number by the FPGEC?** If you answered "yes" to question 1A, indicate whether or not you were assigned an EE number by the FPGEC. If you were not previously assigned an EE number by the FPGEC, proceed to question 2.

1C. **EE Number.** If you have ever been assigned an EE number by the FPGEC, enter it in this grid.

2. **Social Security No**. If you have a United States Social Security number, enter it in this grid.

3A. **Last Name**. Enter your last name (family or surname) completely. Always use the same form of your name when corresponding with the FPGEC. Do not change the spelling and do not change the order of your name unless the change has been approved by the FPGEC.

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3B. **First Name**. Enter all portions of your first name completely.

3C. **Middle Name**. Enter all portions of your middle name completely even if you customarily use only initials for part of the name.

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Note: If you are unable to complete your mailing address in the spaces provided, you may submit your mailing address in a separate cover letter.

4A. **Street Address.** Enter your full mailing street address. All correspondence will be forwarded to the address.

4B. **City**. Print the name of the city in which you live.

4C. **ZIP/postal codes**. Enter your ZIP or postal code.

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4D.   **State**. Enter the name of the state in which you live.

4E.   **Province**. Enter the name of the province in which you live.

4F.   **Country Code.** Refer to the Country Code List of the application/registration form. Locate the code for the country in which you live. Enter the numerical Country Code in the spaces provided. If the country in which you live does not appear on the Country Code List, use code "999" and complete item 4 of the application/registration form.

5.   **PHARMACY DEGREE**

5A.   **Title of Degree.** Enter the title of the first degree in pharmacy you received that led to the practice of pharmacy. The following is additional information for completing items 5B, 6C, and 6D. For months less than 10, enter a zero in the first "month" box (eg, if issued in May 1994, you would fill in the box for "month" as "05" and for "year" as "1994").

5B.   **Date Degree Issued**. Enter the month and year in which you received the degree in pharmacy indicated in item 5A.

6.   **PHARMACIST LICENSE AND/OR REGISTRATION**

6A.   **Was an unrestricted license required to practice pharmacy?** Indicate whether or not an unrestricted license was required to practice pharmacy in the country or jurisdiction where the pharmacy degree in item 5A was earned.

6B.   **Was an unrestricted registration required to practice pharmacy?** Indicate whether or not an unrestricted registration was required to practice pharmacy in the country or jurisdiction where the pharmacy degree in item 5A was earned.

6C.   **Date license was issued.** Enter the month and year in which you received a license to practice pharmacy indicated in 6A.

6D.   **Date registration was issued.** Enter the month and year in which you received a registration to practice pharmacy indicated in 6B.

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7.   **PLACE OF BIRTH.**

7A.   **City**. Enter the name of the city in which you were born.

7B.   **State**. Enter the name of the state in which you were born.

7C.   **Province**. Enter the name of the province in which you were born.

7D.   **Country Code**. Refer to the Country Code List of the application/registration form. Locate the code for the country in which you were born. Enter the numerical Country Code in the spaces provided. If the country in which you live does not appear on the Country Code List, use code "999" and complete item 7 of the application/registration form.

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8.   **Date of Birth.** Enter the month, day, and year in which you were born. For birth months and days less than 10, enter a zero in the first "month" or "day" box (eg, if you were born on April 2, 1966, you

would fill in the box for "month" as "04," for "day" as "02," and for "year" as "66").

9.   **Gender**. Enter the appropriate gender (male or female).

10.   **Marital Status**. Enter your present marital status.

11.   **CITIZENSHIP**
If the country in which you live does not appear on the Country Code List for items 11A, B, and C, use code "999" and complete item 12 of the application/registration form.

11A.   **At Birth**. Refer to the Country Code List of the application/registration form. Locate the code for the country in which you held citizenship at the time of your birth. Enter the numerical Country Code in the spaces provided.

11B.   **Upon Entering Pharmacy School.** Refer to the Country Code List of the application/registration form. Locate the code for the country in which you held citizenship at the time you entered pharmacy school. Enter the numerical Country Code in the spaces provided.

11C.   **Now**. Refer to the Country Code List of the application/registration form. Locate the code for the country in which you currently hold citizenship. Enter the numerical Country Code in the spaces provided.

12.   **Has any punitive action been taken against you by any pharmacy licensing or registering authority or any recognized pharmacy organization, or have you been refused admission to a recognized pharmacy organization?** Indicate yes or no. If the answer to item 12 is "yes," you must provide a complete written explanation on a separate sheet of paper, including such details as date, location, charge, and punishment.

13.   **Need ADA Accommodations**. Indicate yes or no. If the answer to item 13 is "yes," and you need special testing accommodations according to the guidelines specified by the Americans With Disabilities Act (ADA), you must submit a letter indicating the nature of your disability and the nature of the accommodation requested. You must also provide documentation from the physician or therapist regarding the disability.

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14.   **Maiden Name.** Print your full name (women only) as it appeared before marriage. List in the order of First Name, Middle Name, Family, or Surname.

15.   **Pharmacy School.** List the precise name, location (country), dates you attended, and total number of school of years you actually attended all schools in which pharmacy courses were taken for the degree indicated in item 5. Include schools in which prepharmacy courses were taken.

16.   **Native Language.** Print the name of your native language or mother tongue.

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17.   **Please indicate all supporting documents and materials enclosed.**

18.   **Certification and Photograph**. Read the certification statement. You must sign (do not print) your full name as it appears in English on the first line indicated, but only in the presence of one of the following officials who must complete the last two lines of the application: a Consular Official, First-Class Magistrate, or Notary Public. Attach one of the required photographs of yourself in the box provided. The seal, stamp, or signature of the official attesting to your signature in item 18, must be legible and overlap a portion of both the attached photograph and the application. Do not cover the

face in the photograph. If the official title and/or seal of the official attesting to your signature are not in English, FPGEC requires a translation. The application/registration form will be void if alterations or erasures of any kind appear in item 18 and if the appropriate signatures are not included.

Country Code List

Use the following numeric codes when completing the Country information on the application/registration form.

Code	Country
001	Afghanistan
002	Albania
003	Algeria
004	Andorra
005	Angola
006	Antigua and Barbuda
007	Argentina
008	Armenia
009	Australia
010	Austria
011	Azerbaijan
012	Bahamas
013	Bahrain
014	Bangladesh
015	Barbados
016	Belarus
017	Belgium
018	Belize
019	Benin
020	Bhutan
021	Bolivia
022	Bosnia and Herzegovina

023	Botswana
024	Brazil
025	British Virgin Islands
026	Brunei
027	Bulgaria
028	Burkina Faso
029	Burma
030	Burundi
031	Cambodia
032	Cameroon
033	Canada
034	Cape Verde
035	Cayman Islands
036	Central African Republic
037	Chad
038	Chile
039	China
040	Colombia
041	Comoros
042	Congo
043	Cook Islands
044	Costa Rica
045	Croatia
046	Cuba
047	Cyprus
048	Czech Republic
049	Czechoslovakia
050	Denmark
051	Djibouti
052	Dominica

053	Dominican Republic
054	Ecuador
055	Egypt
056	El Salvador
057	Equitorial Guinea
058	Eritrea
059	Estonia
060	Ethiopia
061	Falkland Islands
062	Fiji
063	Finland
064	France
065	Gabon
066	Gambia
067	Georgia
068	Germany
069	Ghana
070	Greece
071	Greenland
072	Grenada
073	Guatemala
074	Guinea
075	Guinea-Bissau
076	Guyana
077	Haiti
078	Honduras
079	Hong Kong
080	Hungary
081	Iceland
082	India

083	Indonesia
084	Iran
085	Iraq
086	Ireland
087	Israel
088	Italy
089	Ivory Coast
090	Jamaica
091	Japan
092	Jordan
093	Kazakhstan
094	Kenya
095	Kiribati
096	Korea
097	Kuwait
098	Kyrgystan
099	Laos
100	Latvia
101	Lebanon
102	Lesotho
103	Liberia
104	Libya
105	Liechtenstein
106	Lithuania
107	Luxembourg
108	Macau
109	Macedonia
110	Madagascar
111	Malawi
112	Malaysia

113	Maldives
114	Mali
115	Malta
116	Marshall Islands
117	Mauritania
118	Mauritius
119	Mexico
120	Micronesia
121	Moldova
122	Monaco
123	Mongolia
124	Morocco
125	Mozambique
126	Namibia
127	Nauru
128	Nepal
129	Netherlands
130	New Zealand
131	Nicaragua
132	Niger
133	Nigeria
134	Niue
135	Norway
136	Oman
137	Pakistan
138	Palestine
139	Panama
140	Papua New Guinea
141	Paraguay
142	Peru

143	Philippines
144	Poland
145	Portugal
146	Qatar
147	Romania
148	Russia
149	Rwanda
150	Saint Christopher and Nevis
151	Saint Lucia
152	Saint Vincent and Grenadines
153	San Marino
154	Sao Tome and Principe
155	Saudi Arabia
156	Senegal
157	Seychelles
158	Sierra Leone
159	Singapore
160	Slovakia
161	Slovenia
162	Soloman Islands
163	Somalia
164	South Africa
165	South Korea
166	Spain
167	Sri-Lanka
168	Sudan
169	Suriname
170	Swaziland
171	Sweden
172	Switzerland

173	Syria
174	Taiwan
175	Tajikstan
176	Tanzania
177	Thailand
178	Togo
179	Tonga
180	Trinidad and Tobago
181	Tunisia
182	Turkey
183	Turkish Rep
184	Turkmenistan
185	Tuvalu
186	Uganda
187	Ukraine
188	Union of Soviet Socialist Republics
189	United Arab Emirates
190	United Kingdom
191	United States
192	Uruguay
193	Uzbekistan
194	Vanuatu
195	Vatican
196	Venezuela
197	Vietnam
198	Western Sahara
199	Western Samoa
200	Yemen
201	Yugoslavia
202	Zaire

203   Zambia

204   Zimbabwe

Documentation of Pharmacist Credentials

Supporting Documentation

The following supporting documents of pharmacy qualifications and credentials must be submitted in an envelope sealed by the appropriate issuing body. A seal, stamp, or signature of an official must overlap the flap closure and the envelope. The document, in the sealed envelope, must be submitted to the FPGEC either from the candidate or directly from the issuing body.

Note: Faxed documents will not be accepted.

Official Transcript(s)

An official transcript, detailing courses and grades, from the candidate's college, university, or pharmacy school is required. The pharmacy program that each candidate completed must have been at least a four-year curriculum at the time of graduation. If there were additional coursework requirements for graduation (for example, pre-pharmacy coursework), an official transcript of courses and grades for these or other documentation proving completion of these, is also required. Each transcript must be signed and sealed by a school official.

If the official transcript is not in English, the candidate must request **two** official transcripts from his or her educational institution. **One** transcript should be used to obtain the English translation. The other transcript must remain unopened in the original sealed envelope. However, both transcripts along with the English translation must be submitted to the FPGEC. (See the "Translation of Non-English Documents" section noted in this *Application/Registration Bulletin* for instructions.) Photocopies of transcripts will not be accepted. Transcripts must be kept for FPGEC files, and will not be returned.

Proof of Degree

Official proof of pharmacy degree or qualification from a pharmacy school indicating the title of the degree or qualification and the date of issuance is required. The pharmacy degree or qualification the candidate received must be the professional degree leading to licensure or registration (where applicable) to practice pharmacy.

Proof of Licensure/Registration

Official proof of a license to practice pharmacy and/or a certificate of full registration in the country or jurisdiction where the candidate earned a pharmacy degree is required. Each license and/or registration certificate must be unrestricted and certified by the appropriate government official of the jurisdiction issuing the license.

If a license and/or certificate of registration is required to practice pharmacy in the country or jurisdiction where the candidate earned a pharmacy degree, the candidate **must** obtain the license and/or certificate to be eligible to apply for the FPGEE. If both a license and certificate of registration are required, the candidate must submit proof of **both**. If neither licensing nor registration were required to practice pharmacy in the country or jurisdiction where the pharmacy degree was earned, a request for an "Affidavit for Lack of Licensure" must be submitted with the application/registration materials. The FPGEC will provide further information concerning this procedure to eligible candidates. The candidate must also submit official documentation verified by his or her pharmacy school or the applicable government agency that neither licensing nor registration was required.

Photocopies of Documents

Certified photocopies of all documents except transcripts, degrees, licenses, and registrations for evaluation may be submitted to the FPGEC. Certified photocopies of documents are those where the words, **"I have reviewed the original document and attest that this is a true and exact copy of the original"** must be written directly on the photocopy by a notary public, and have been overlapped partially by the notary public seal. The notary must also include his or her signature. If a document is longer than one page, **each page** must be certified. Present both the original document and a photocopy to the notary public for proper certification. Documents cannot be certified by the candidate. The FPGEC will not accept photocopies that are not properly certified.

If a candidate is unable to submit properly certified photocopies of his or her supporting documentation, the original documents must be submitted directly to the FPGEC. If a candidate wishes to have his or her originals returned, inform the FPGEC in writing.

Translation of Non-English Documents

Any document, (including all seals and/or stamps), not in English must be accompanied by an official word-for-word English translation, prepared and certified as correct by an official translator. The FPGEC considers an official translator to be a certified translator, a certified court interpreter, an authorized government official, or an official from the pharmacy school where the candidate obtained the pharmacy degree. Candidates may also obtain an official translation from a professional translation service. **Each page of the translation must be signed and dated by the translator, and must appear on official stationery**. Proof

of the translator's credentials must accompany each translation. Candidates may not prepare their own translations.

Applicant's Name

If a candidate changes his or her name, he or she must send a properly certified photocopy of a marriage certificate or other legal document, such as a court order, that indicates the former and current names. Be sure that the information submitted on the application/registration form matches the information on all supporting documentation.

If a candidate's name on any submitted document does not match the name on the application/registration form, the original or a properly certified photocopy of a marriage certificate or other legal document, such as a court order, that indicates what your name was and what it is now must be submitted to the FPGEC. In any particular instance, the FPGEC, at its discretion, may require further documentation to authenticate a name change.

Alternate Procedures

If a candidate has graduated from a pharmacy program with at least a four-year curriculum but cannot provide the required documentation, he or she may be eligible for an alternate procedure. The alternate procedure is considered only after the application/registration form and supporting documentation have been evaluated by the FPGEC. A request for alternate procedures must be submitted with the application. The FPGEC will consider each request individually.

Only candidates authorized by the FPGEC to utilize the alternate procedures will be permitted to do so. Appropriate forms will be provided to candidates by the FPGEC.

General Information

Closed File

A candidate's file will be closed and fees surrendered to the FPGEC in the following situations:

- o   When a candidate has scheduled an appointment for the FPGEE, is absent the day of the exam, and fails to cancel his or her appointment within the time period allowed.
- o   When a candidate who is not yet certified fails to correspond in writing with the FPGEC office, or to file an updated application, for a period of two years.

FPGEC will send notification of file closure, in writing, to applicable candidates. Candidates will have 30 days to appeal the file closure decision of the FPGEC. The FPGEC will review each appeal on a case-by-case basis.

If a candidate wishes to pursue FPGEC Certification once the file is closed, the application/registration process, full fees, supporting document review, and examination process starts over as if he or she were a new applicant.

Pharmacist and Pharmacy Achievement and Discipline® Database

NABP's Pharmacist and Pharmacy Achievement and Discipline® (PPAD®) database contains information about pharmacists, interns, technicians, pharmacies, and other entities licensed by state boards of pharmacy. PPAD will also list those individuals who are awarded FPGEC Certification. The information is listed on NABP's Web site at www.nabp.net. A candidate, who does not want his or her certification listed on the Web site, *must* write to the FPGEC and request that the certification not be listed.

Special Testing Accommodations

The FPGEC abides by all applicable federal and state statutes relating to the accommodation of disabled individuals. To ensure the security and integrity of the examinations, the FPGEC will evaluate special accommodation requests.

A candidate must submit a letter, along with the application/registration materials indicating the nature of his or her disability and the nature of the accommodations requested. A letter must accompany the request from a candidate's physician or therapist documenting the disability.

Testing accommodations will be made only with the authorization of the FPGEC.

FPGEE Procedure Checklist

The following checklist has been provided to help ensure you have provided all the required documents to be included with the FPGEE application/registration form.

- o School transcripts (sealed and/or translation)
- o Degree (sealed and/or translation)
- o Licensure/Registration (sealed and/or translation)
- o Two photographs
- o Fees (pink envelope)
- o Notice of Receipt of Application/Registration Form Postcard (self-addressed)